

Carlisle-Nicholas County Industrial Development Authority

August 8, 2011 Meeting Minutes

1. Meeting was called to order by Chairman Carlton Jones. Authority members present were Wes Berry, Carlton Jones, Duane Kenney, Kenneth Lyons, Paul Mulhollem, and Bascom Sorrell. Members absent were: Bob Sparks, and Kevin Booth. Guest present was Steve Scalf of the Carlisle Courier.
2. Kenneth Lyons made a motion to approve the minutes of the July 11 meeting. Paul Mulhollem seconded the motion, with the motion unanimously approved.
3. Kenneth Lyons made a motion to approve the minutes of the July 25 meeting. Bascom Sorrell seconded the motion, with the motion unanimously approved.
4. Bascom Sorrell made a motion to approve the June financial reports. Paul Mulhollem seconded the motion, with the motion unanimously approved.
5. Kenneth Lyons made a motion to approve Wade Construction to perform the work to repair hail damages to the Eagle Cycles Building. Bascom Sorrell seconded the motion, with the motion unanimously approved.
6. Repair of the hail damages to 2471 Concrete Road was tabled until bids could be completed.
7. Short discussion took place regarding the meeting with DLZ will all concerned about the length of time forecast for Board to lease space in the facility. The following items were reviewed:
 - a) The Board discussed the DLZ recommendation to provide restrooms in each industrial space, and decided not to do that, but to include the hallways and use community restrooms. Board decided to investigate splitting current each into two separate facilities.
 - b) Each rental space will be provided a standard HVAC setup, with any additions to be paid for by the tenant and installed by an Authority approved contractor.
 - c) Each rental space with have its own KU and City provided utilities meters, with tenant responsible for setting up an account. As with HVAC standard electrical wiring/gas/water service provided by the Authority. Additional electrical wiring/requirements are the responsibility of the tenant with approval of the board. Must use electrical contractor approved by the board who must be licensed by state, and have workman's comp and liability insurance, as well as, willing to sign hold harmless waiver.

8. A number of decisions were made regarding leasing space at 2471 Concrete Rd.
- a) Minimum size space to be leased will be 10,000 square feet in size
 - b) Hallways will be utilized throughout the main section of the industrial area, to serve as additional delivery method, access by employees to break room and restrooms, and as backup exit in case of fire.
 - c) Employees will enter through the loading dock individual doorway.
 - d) Hand sink will be provided in each area.
 - e) Lease will include use of conference room for meetings, 20 parking spaces, access to break room, and display of sample products in the office area.
 - f) Tenants will receive first month free to help with moving expenses/down time.
9. Wes Berry will work on a proposal to develop incentives for increased employment by tenants.
10. It was agreed that semi-emergency repairs needed for the fire suppression system should proceed.
11. It was decided that for the time being the board would meet the second and fourth Monday of each month to speed up actions needing to be taken regarding repair, maintenance, and renovation of 2471 Concrete Road.
12. In Executive Session, the board agreed to the proposal from Nathan Mick to assist the board in industrial development.
13. Motion to adjourn was made by Duane Kenney, and seconded by all members present.



Carlton Jones, Chairman

August 20, 2011

Date